INSTRUCTIONS: DD1556-1 Request, Authorization, Agreement, Certification of Training and Reimbursement (Abbreviated) dated Aug 2002

Complete DD Form 1556-1 as follows:

C.   X in (1) "initial request."

SECTION A – Trainee/Applicant Information

1-3.   Self-explanatory.

4.   Your educational level: 17= Masters Degree, 18= Post Master's, 21= Ph.D.

5, 6, 7a & b, 8 & 9.   Self-explanatory.

10.   CP34/GS1410/Your Grade/Your Step   (for example, CP34/GS1410/11-4)

11.   Official name of your library.

12.   Your official mailing address.

13.   Leave blank.

14.   Enter "C" for career status in this block – if you are not in career status, please contact the Army Library Program Office.

15.   Enter "0" (zero) for no prior training days in this block.

16.   Place "X" in appropriate box.

SECTION B – Training Course Data

17.   Enter conference or workshop title (for example, Army Knowledge Symposium).

18.   Enter your reason for attending the conference, workshop or symposium.
 Also enter: "FY04 CP-34 ACTEDS competitive developmental assignment opportunity."

19.   Fill in the appropriate information, using the registration form guidelines. Include telephone number, FAX number and POC. Also include federal tax id# (call training vendor for this number) when available.
>   **Example:**
>   19a. American Library Association
>   19b. 123 ABC Street
>   Chicago, IL 12345
>   (123) 456-7890 fax (123) 456-7890
>   POC Xena, Warrior Librarian   mailto:xena.librarian@ala.org
>   Fed Tax ID# 00-00000000
>   19c. Honolulu, HI

DD1556-1 Preparation Instructions, Continued

20. Use the following codes (OR see DD Form 1556 for instructions)
    a. 4
    b. 5
    c. 4
    d. 0
    e. blank
    f. U
    g. 1
    h. 1
    i. 6
    j. 3 (seminar) or 4 (conference/meeting/symposium) or 7 (classroom resident) or 8 (classroom on-site – use for virtual courses)
    k. blank
    l. 1

21. Enter in "a." number of hours for the training, in four digits. (for example, "0016" for sixteen hours or two days of training)

22. Leave blank.

23. Enter start and completion date of training. (for example, "20030801" and "20030810")

SECTION C – Cost Information

24. Leave blank.

25. Enter amount in 25a. Leave other blocks empty.

26-31. Leave blank.

SECTION D – Approval/Concurrence/Certification

32. a. Rustigian, Jackie
    b. 703-604-2110
    c. Director CIO/G-6 Human Capital Management

33. a. Kimberly M. Crandall
    b. 703-604-2075
    c. CP-34 Registrar

34. a. Enter "X" in approved block.
    b-d. Same as blocks 32a-c.

35. Leave blank.

36. Have course instructor or supervisor complete this section after training is completed.

37. Enter: ODCS, G-1, Asst. G-1 for Civilian Personnel Policy
    ATTN: DAPE-CP-PSR, Room 448
    Hoffman I Building, 2461 Eisenhower Avenue
    Alexandria, VA 22331-0300
    (703) 325-6523 (fax)

38. Leave blank.